

Utah Department of Health, Child Care Licensing  
**Out of School Time Program Pre-License Inspection Checklist I -- General Inspection Items**

<b>Program Name:</b>			<b>Facility Phone #:</b>		
<b>Address:</b>			<b>Program ID #</b>		
<b>Director (or Designee):</b>				<b>Capacity:</b>	
<b>Licensing Specialist(s):</b>				<b># of Classrooms:</b>	
<b>Inspection Date:</b> /       /	<b>Start Time:</b>	<b>End Time:</b>			
<b>Licenser Notes:</b>					

OWNER / DIRECTOR INTRODUCTORY ITEMS			
	Introduce any unknown Licensing staff to the Owner/Director.		
	Give the Owner/Director a brief explanation of the inspection process.		
List the names of all personnel who have been hired or the Licensee knows will be hired:			

GENERAL INDOOR INSPECTION ITEMS		X = Compliance O = Noncompliance N/A = Not Applicable
<b>Posted / Entry Area Items</b>		
I 1. Department's child care guide posted where parents can see it? 70-13(1)		
I 2. Menus prepared and available? 70-15(1)(d)		
I 3. If the program is not on CACFP, is menu approved as required? 70-15(1)(b)		
I 4. Facility address and emergency numbers posted near each phone? 70-10(1)		
<b>Notes:</b>		
<b>General Indoor Environment</b>		
I 5. Does the building have enough usable square footage for the requested capacity? (Attach floor plans with measurements.) 70-4(11)-(13)		
I 6. Peeling, flaking, chalking, or failing paint indoors? If yes, was the structure built before 1978? If yes, documentation of testing and correction? 70		
I 7. Are glass surfaces within 36" from the floor made of safety glass or have a protective guard? 70-4(10)		
I 8. Is the facility free of insects, rodents, and other vermin? 70-5(3)		
I 9. Does the facility have a working telephone? 70-8(9)		
I 10. Will there be any trampolines inside the facility? 70-12(8)		
<b>Notes:</b>		
<b>Children's Restrooms</b>		
I 11. Are there at least two working toilets and two working sinks accessible to children in care? 70-4(2).		
I 12. If there are more than 50 children in attendance, is there one additional working sink and one additional working toilet for each additional group of 1 to 25 children? 70-4(3)		
I 13. Are restrooms clean and sanitary? 70-5(1) and 70-5(2)		
I 14. Is hot water accessible to children between 60 and 120 degrees? 70-12(6)		
I 15. Is liquid soap available in each restroom? 70-16(2)(a)-(e)		
I 16. Will only single use towels from a covered dispenser or an electric hand-drying device be used after handwashing? 70-16(3)		
I 17. Is toilet paper accessible to children, and kept on a dispenser? 70-16(4)		
I 18. Are handwashing procedures posted at each sink? 70-16(5)		
I 19. Is the restroom free of unstable heavy equipment a child could pull down? 70-12(3)		
I 20. Will children have privacy when using the bathroom? 70-4(4)		
<b>Notes:</b>		
<b>First Aid &amp; Body Fluid Kits</b>		
I 21. Does the facility have at least one readily available first aid kit, and a second for field trips, if the program goes on field trips? 70-10(3)		
I 22. Does the first aid kit include: 70-10(3)(a)-(g)		
Disposable gloves?		

Assorted sizes of band aids?	
A gauze roll and pads?	
Adhesive tape?	
Antiseptic or a topical antibiotic?	
Tweezers?	
Scissors?	
<b>Notes:</b>	
<b>Medications</b> (N/A for this section if the program does not administer medications.)	
I 23. Where will refrigerated and non-refrigerated medications be stored? 70-17(3)	
<b>Notes:</b>	

OWNER / DIRECTOR INTERVIEW QUESTIONS	X = Compliance O = Noncompliance N/A = Not Applicable
<b>Personnel &amp; Staffing</b>	
I 24. Does the proposed program director meet director qualifications, and is s/he at least 21 years of age? (Get a copy of director's educational qualifications for program's BMI file.) 70-7(1)(a)-(c)	
I 25. Are all director designees at least 21 years of age? 70-8(6)	
I 26. Will all caregivers be at least 18 years of age? 70-7(2) Will all assistant caregivers be at least 16 years of age, and will they always work under the immediate supervision of a caregiver who is at least 18 years of age? 70-7(3)-(4)	
I 27. How will you ensure caregivers under 18 are never left unsupervised with children? 70-7(3)-(4)	
I 28. How will you ensure that there will always be at least two caregivers with the children whenever there are more than 8 children present at the facility?	
<b>Notes:</b>	
<b>Staff Supervision</b>	
I 29. How will you train and supervise staff to ensure that children are not subjected to emotional, physical, or sexual abuse while in care? 70-	
I 30. What will you train staff to do if they suspect a child has been abused or neglected? 70-8(11)(b)(i)-(ii)	
I 31. What will you train staff to do when children misbehave? 70-8(11)(b)(i)-(ii)	
I 32. How will you supervise staff to ensure they comply with this training when children misbehave? 70-8(11)(b)(i)-(ii)	
How will you ensure that caregivers never use any of the following discipline methods?	
I 33. Any form of corporal punishment such as hitting, spanking, shaking, biting, pinching, or any other measure that produces physical pain or discomfort? 70-19(4)(a)	
I 34. Restraining a child's movement by binding, tying, or any other form of restraint? 70-19(4)(b)	

I 35. Shouting at children? 70-19(4)(c)	
I 36. Any form of emotional abuse? 70-19(4)(d)	
I 37. Forcing or withholding of food, rest, or toileting? 70-19(4)(e)	
I 38. Confining a child in a closet, locked room, or other enclosure? 70-19(4)(f)	
<b>Notes:</b>	
<b>Safety &amp; Sanitation</b>	
I 39. How will you ensure that bathroom surfaces are cleaned and sanitized daily? 70-5(2)	
I 40. How will you ensure that washable toys and materials are cleaned and sanitized weekly, and as needed? 70-16(8)	
I 41. How will you ensure that personal hygiene items such as toothbrushes and/or hair accessories are sanitized between each use if they are shared by children or used by staff on more than one child? 70-16(7)	
I 42. What will you do when children's clothing becomes wet or soiled with body fluids? 70-16(16)(a)-(b)	
<b>Notes:</b>	
<b>Administration</b>	
I 43. How will you ensure that either the program director or a designee with written authority to act on behalf of the program director is present whenever the program is open for care? 70-8(5)	
I 44. How many hours each week will the program director be on-site at the facility? 70-8(7)	
I 45. Will the program director also have caregiving duties? If yes, for how many hours per week, in addition to the time s/he spends managing the program? 70-8(8)	
I 46. What will be your sign-in and sign-out procedures? Will each child be signed in and out by the person dropping off or picking up, including date and time? Will persons signing children in and out use identifiers? Will photo ID be required if an unknown person picks a child up? 70-13(3)(a)-(e)	
I 47. Will children be allowed to sign themselves in and out? If so, will you get written permission from the parent? 70-13(3)(b)	
I 48. Will parents have access to the facility, and to their child's classroom, any time their child is in care? 70-13(2)	
<b>Animals</b>	
I 49. Will children ever be allowed to handle reptiles or amphibians? 70-22(6)	
Will there be any animals at the facility? (N/A for remaining animal questions if the answer is no.)	
I 50. If yes, how will you ensure that all animals at the facility are clean and free of obvious disease or health problems that could adversely affect children? 70-22(2)	
I 51. What will you do if any animal at the facility ever bites someone, or behaves in a dangerous or aggressive manner? 70-22(4)	
I 52. Will animals ever be allowed in food preparation or eating areas? 70-22(3)	
<b>Notes:</b>	
<b>Transportation &amp; Off-Site Activities</b> (N/A if the program will not transport or take children off-site.)	
I 53. How will you ensure that the temperature in vehicles used to transport children is between 60-90 degrees when children are being transported? 70-21(1)(e)	

<b>Notes:</b>
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RECORD REVIEW ITEMS	X = Compliance O = Noncompliance N/A = Not Applicable
<b>General Program Records</b>	
I 54. Does the program have ASTM documentation for cushioning under indoor stationary play equipment, if needed? 70-12(7)	
I 55. Does the Program have documentation for safety glass, if needed? 70-4(10)	
<b>Review of Forms</b>	
I 56. Does program's child admission form include the following information for the child: 70-9(2)(a)(i)-(viii)	
Child's name.	
Child's date of birth.	
Date of enrollment.	
Parent's name, address, and phone number.	
Names of people authorized by the parent to pick up the child.	
Name, address and phone number of emergency contact person.	
Name, address, and phone for out of area emergency contact, if available.	
Current signed emergency medical treatment and transportation releases.	
I 57. Does the program's health assessment contain the following information for the child: 70-9(2)(b) and 70-14(4)(a)-(f)	
Allergies.	
Food sensitivities.	
Acute and chronic medical conditions.	
Instructions for special or non-routine daily health care.	
Current medications.	
Any other special health instructions for the caregiver.	
I 58. Does the program's medication permission form contain at least the following instructions to be completed by the parent: 70-17(4)(a)-(c) (N/A if the program will not administer medication.)	
The name of the medication.	
Written instructions for administration; including:	
The dosage.	
The method of administration.	
The times and dates to be administered.	
The disease or condition being treated.	
The parent signature and the date signed.	
I 59. Does the program's medication administration form contain at least the following information to be completed by the person administering the medication: 70-17(7)(e) (N/A if the program will not administer medication.)	

The date, time, and dosage of the medication given?	
Signature or initials of person who administered the medication?	
Any errors in administration or adverse reactions?	
<b>Notes:</b>	
<b>Written Policies and Emergency &amp; Disaster Plans</b>	
I 60. Have the program's Written Policies been approved by the Regional Manager and scanned into BMI? 70-8(13)	
I 61. Has the program's written Emergency & Disaster Plan been approved by the Regional Manager and scanned into BMI? 70-10(5)(a)-(k)	
<b>Notes:</b>	
<b>Emergency Drills</b>	
I 62. Does the program's fire drill log include all of the following information for each drill: 70-10(9)(a)-(e)	
The date and time of the drill.	
The number of children participating.	
The name of the person supervising the drill.	
The total time to complete the evacuation.	
Any problems encountered.	
I 63. Does the program's disaster drill log include all of the following information for each drill: 70-10(11)(a)-(e)	
The type of disaster.	
Date and time of the drill.	
Number of children participating.	
Name of the person supervising the drill.	
Any problems encountered.	
<b>Notes:</b>	
<b>Personnel Records</b>	
I 64. Does the program have written documentation identifying the director designee(s)? 70-8(11)(a)	
I 65. Does the program have a cleared initial CBS/LIS form for every staff member? 70-9(4)(c) and 6-3(3):09	
I 66. Does the program have a copy of a current valid Utah driver's license for all drivers who will transport children? 70-21(3)(a)	
Is there documentation of current first aid and CPR certification for the following individuals:	
I 67. Enough individuals (including openers and closers) to ensure someone with current first aid and CPR certification is always present at the facility whenever program is open? 70-9(4)(g) and 70-10(2)	
I 68. Enough individuals to ensure there is always someone with current first aid and CPR certification present on every off-site activity? 70-9(4)(g) and 70-20(5)(d)	
I 69. Enough individuals to ensure that there is always someone with current first aid and CPR certification present in each vehicle that transports children? 70-9(4)(g) and 70-21(2)	
I 70. If the facility has pool over 4' deep, documentation that the lifeguard(s) for the pool have Red Cross or equivalent lifeguard certification? 70-	
<b>Notes:</b>	

INDIVIDUAL CLASSROOM INSPECTION ITEMS		X = Compliance O = Noncompliance N/A = Not Applicable		
Classroom:				
<b>Physical Environment</b>				
I 71. Peeling, flaking, chalking, or failing paint? If yes, built before 1978? If yes, documentation of testing and correction? 70-4(1)				
I 72. Working hand washing sink in the classroom? (For buildings licensed after 30 June 2010.) 70-4(5)				
I 73. Hand sanitizer in gymnasiums and in classrooms if there is not a handwashing sink in the room? (For buildings licensed before 30 June 2010.) 70-4(6)				
I 74. Room ventilated by windows that open and have screens, or by mechanical ventilation? 70-4(7)				
I 75. Indoor temperature can be maintained between 65 and 82 degrees Fahrenheit? 70-4(8)				
I 76. Adequate light intensity for the safety of children and the type of activity? 70-4(9)				
I 77. Glass surfaces within 36" from the floor or ground safety glass, or have a protective guard? 70-4(10)				
I 78. Evidence of insects, rodents, or other vermin in the classroom? 70-5(3)				
I 79. Ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, and equipment in good repair, to prevent injury? 70-5(4)				
<b>Notes:</b>				
<b>Indoor Gross Motor Play Equipment</b>				
I 80. Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children 5½' in height or less? 70-12(7)				
I 81. Elevated designated play surface that is 3' to 5½' in height surrounded by cushioning that meets ASTM Standard F1292, in a 6' use zone? 70-12(7)				
<b>Notes:</b>				
<b>Safety Hazards</b>				
I 82. Is the room free of tripping hazards such as unsecured flooring or cords? 70-12(2)				
I 83. Is the room free of unstable heavy equipment a child could pull down on himself or herself? 70-12(3)				
Are the following items inaccessible to children?				
I 84. Firearms, ammunition, weapons? 70-12(4)(a)				
I 85. Tobacco, alcohol, illegal substances, and sexually explicit material? 70-12(4)(b)				
I 86. When in use, portable space heaters, fireplaces, and wood burning stoves? 70-12(4)(c)				
I 87. Toxic or hazardous chemicals? (Cleaners, insecticides, lawn products, flammable substances) 70-12(4)(d)				
I 88. Poisonous plants? 70-12(4)(e)				
I 89. Matches or cigarette lighters? 70-12(4)(f)				
I 90. Open flames? 70-12(4)(g)				
I 91. Razors or similarly sharp blades? 70-12(4)(h)				
I 92. Are toxic or hazardous chemicals stored in a container labeled with its contents? 70-12(5)				

<b>Notes:</b>			
<b>Preventing the Spread of Disease</b>			
If the classroom has a handwashing sink:			
I 93. Is soap (cannot be bar soap) available for children to wash their hands? 70-16(2)(a)-(d)			
I 94. Will only single use towels from covered dispenser or electric hand-drying device be used after handwashing? 70-16(3)			
I 95. Are handwashing procedures posted at each handwashing sink? 70-16(5)			
I 96. Are stuffed animals, cloth dolls, and dress-up clothes machine washable? Are pillows machine washable, or have removable machine washable covers? 70-16(9)			
<b>Sleeping Equipment</b>			
I 97. Is sleeping equipment in good repair? 70-18(1) (N/A if the program will not offer children the opportunity for rest.)			
<b>Notes:</b>			



GENERAL OUTDOOR INSPECTION ITEMS	X = Compliance O = Noncompliance N/A = Not Applicable
<b>General Outdoor Environment</b>	
I 98. Does the outdoor play area have enough usable square footage for the requested capacity? 70-6(2)-(3) List the measurements of the outdoor play area:	
I 99. Is there peeling, flaking, chalking, or failing paint outdoors? If yes, was the structure built before 1978? If yes, documentation of testing and correction?	
I 100 Is the outdoor play area free of dangerous insects, rodents, and other vermin? (For example, a wasps nest.) 70-5(3)	
I 101 Are entrances, exits, steps and outside walkways maintained in a safe condition, and free of ice, snow, and other hazards? 70-5(5)	
I 102 Glass surfaces within 36" from the floor/ground safety glass, or have a protective guard? 70-4(10)	
I 103 Is the outdoor play area safely accessible to children? 70-6(1)	
I 104 Is the outdoor play area free of trash, animal excrement, harmful plants, objects, or substances, and standing water? 70-6(6)	
I 105 Does the outdoor play area have a shaded area to protect children from excessive sun and heat? 70-6(7)	
I 106 Will children in the outdoor play area have access to drinking water whenever the outside temperature is 75 degrees or higher? 70-6(8)	
I 107 Are there any trampolines in the outdoor play area? 70-12(8)	
<b>Transportation &amp; Vehicles</b> (N/A for this section if the program will not transport children.)	
If the program will transport children, does every vehicle used for transporting children meet the following:	
I 108 Is each vehicle enclosed? 70-21(1)(a)	
I 109 Is each vehicle equipped with individual, size appropriate safety restraints, properly installed and in working order? 70-21(1)(b)	
I 110 Does each vehicle have a current vehicle registration and safety inspection? (Check the registration sticker on the license plate.) 70-21(1)(c)-	
I 111 Is the vehicle maintained in a safe condition?	
I 112 Does each vehicle contain a first aid kit? (If this is also the field trip kit, check for required supplies.) 70-21(1)(f)	
I 113 Does each vehicle contain a body fluid clean up kit? 70-21(1)(g)	
<b>Swimming Pools</b> (N/A for this section if no swimming pool at the facility.)	
Is there a swimming pool on the premises that is not emptied after each use? If yes:	
I 114 Is the pool enclosed in a fence or other solid barrier at least 6' high, that will be kept locked whenever pool is not in use? 70-12(9)(a)	
I 115 Does the pool appear to be maintained in a safe manner? 70-12(9)(b)	
<b>Notes:</b>	
<b>Checklist G will be used for outdoor equipment inspection items.</b>	

<b>GENERAL OUTDOOR INSPECTION ITEMS</b>	<b>X = Compliance</b> <b>O = Noncompliance</b> <b>N/A = Not Applicable</b>		
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Use the forms below for additional classrooms

INDIVIDUAL CLASSROOM INSPECTION ITEMS		X = Compliance O = Noncompliance N/A = Not Applicable		
		Classroom:		
<b>Physical Environment</b>				
I 71. Peeling, flaking, chalking, or failing paint? If yes, built before 1978? If yes, documentation of testing and correction? 70-4(1)				
I 72. Working hand washing sink in the classroom? (For buildings licensed after 30 June 2010.) 70-4(5)				
I 73. Hand sanitizer in gymnasiums and in classrooms if there is not a handwashing sink in the room? (For buildings licensed before 30 June 2010.) 70-4(6)				
I 74. Room ventilated by windows that open and have screens, or by mechanical ventilation? 70-4(7)				
I 75. Indoor temperature can be maintained between 65 and 82 degrees Fahrenheit? 70-4(8)				
I 76. Adequate light intensity for the safety of children and the type of activity? 70-4(9)				
I 77. Glass surfaces within 36" from the floor or ground safety glass, or have a protective guard? 70-4(10)				
I 78. Evidence of insects, rodents, or other vermin in the classroom? 70-5(3)				
I 79. Ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, and equipment in good repair, to prevent injury? 70-5(4)				
<b>Notes:</b>				
<b>Indoor Gross Motor Play Equipment</b>				
I 80. Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children 5½' in height or less? 70-12(7)				
I 81. Elevated designated play surface that is 3' to 5½' in height surrounded by cushioning that meets ASTM Standard F1292, in a 6' use zone? 70-12(7)				
<b>Notes:</b>				
<b>Safety Hazards</b>				
I 82. Is the room free of tripping hazards such as unsecured flooring or cords? 70-12(2)				
I 83. Is the room free of unstable heavy equipment a child could pull down on himself or herself? 70-12(3)				
Are the following items inaccessible to children?				
I 84. Firearms, ammunition, weapons? 70-12(4)(a)				
I 85. Tobacco, alcohol, illegal substances, and sexually explicit material? 70-12(4)(b)				
I 86. When in use, portable space heaters, fireplaces, and wood burning stoves? 70-12(4)©				
I 87. Toxic or hazardous chemicals? (Cleaners, insecticides, lawn products, flammable substances) 70-12(4)(d)				
I 88. Poisonous plants? 70-12(4)(e)				

GENERAL OUTDOOR INSPECTION ITEMS		X = Compliance O = Noncompliance N/A = Not Applicable		
I 89. Matches or cigarette lighters? 70-12(4)(f)				
I 90. Open flames? 70-12(4)(g)				
I 91. Razors or similarly sharp blades? 70-12(4)(h)				
I 92. Are toxic or hazardous chemicals stored in a container labeled with its contents? 70-12(5)				
<b>Notes:</b>				
<b>Preventing the Spread of Disease</b>				
If the classroom has a handwashing sink:				
I 93. Is soap (cannot be bar soap) available for children to wash their hands? 70-16(2)(a)-(d)				
I 94. Will only single use towels from covered dispenser or electric hand-drying device be used after handwashing? 70-16(3)				
I 95. Are handwashing procedures posted at each handwashing sink? 70-16(5)				
I 96. Are stuffed animals, cloth dolls, and dress-up clothes machine washable? Are pillows machine washable, or have removable machine washable covers? 70-16(9)				
<b>Sleeping Equipment</b>				
I 97. Is sleeping equipment in good repair? 70-18(1) (N/A if the program will not offer children the opportunity for rest.)				
<b>Notes:</b>				

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I 76. Adequate light intensity for the safety of children and the type of activity? 70-4(9)				
I 77. Glass surfaces within 36" from the floor or ground safety glass, or have a protective guard? 70-4(10)				
I 78. Evidence of insects, rodents, or other vermin in the classroom? 70-5(3)				
I 79. Ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, and equipment in good repair, to prevent injury? 70-5(4)				
<b>Notes:</b> Open flames? 70-12(4)(g)				

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I 89. Matches or cigarette lighters? 70-12(4)(f)				
I 90. Open flames? 70-12(4)(g)				
I 91. Razors or similarly sharp blades? 70-12(4)(h)				
I 92. Are toxic or hazardous chemicals stored in a container labeled with its contents? 70-12(5)				
<b>Notes:</b>				
<b>Preventing the Spread of Disease</b>				
If the classroom has a handwashing sink:				
I 93. Is soap (cannot be bar soap) available for children to wash their hands? 70-16(2)(a)-(d)				
I 94. Will only single use towels from covered dispenser or electric hand-drying device be used after handwashing? 70-16(3)				
I 95. Are handwashing procedures posted at each handwashing sink? 70-16(5)				
I 96. Are stuffed animals, cloth dolls, and dress-up clothes machine washable? Are pillows machine washable, or have removable machine washable covers? 70-16(9)				
<b>Sleeping Equipment</b>				
I 97. Is sleeping equipment in good repair? 70-18(1) (N/A if the program will not offer children the opportunity for rest.)				
<b>Notes:</b>				